United States
Department of
Agriculture

Animal and
Plant Health
Inspection Service

Veterinary
Services

Center for Animal
Epidemiology and
Animal Health

Training Courses

Provided by the

Centers for Epidemiology and Animal Health

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NOMINATION/APPLICATION PROCEDURES

Each field nominee must submit the enclosed nomination request through the Area Office to the Regional Office. Each headquarters nominee must submit the enclosed nomination request through the Associate Deputy Administrator's Office, National Animal Health Policy Programs (NAHPP). The Regional Office and/or the NAHPP, Associate Deputy Administrator's Office will then submit the prioritized nominations to the nomination address listed in the course description. First priority is given to those individual(s) who are in absolute need of the training. More than one person may be placed in priority one status.

The Centers for Epidemiology and Animal Health (CEAH) cannot accept nominations directly <u>unless</u> they come through the Regional Office or the NAHPP, Associate Deputy Administrator's Office. If you have not nominated a participant, or have vacant positions that are to be filled, and want to reserve a space in the course, you may write "to be determined," or, "TBD" on the nomination form. Director approval is required for the named nominations, as well as a commitment to fill or cancel reserved spaces.

All training-related correspondence (select, non-select, cancellation, etc.) will be sent directly to the participants by email with copies to the VSMT, Training Coordinators, and supervisors. Hard copies will no longer be issued. Requests for exceptions may be made to the CEAH Training Coordinator.

COURSE DESCRIPTION

Each course description gives the course title, dates, purpose, and in some cases, objectives, eligibility, location, source person, and nomination contact person.

The course dates do <u>not</u> include travel dates. Travel dates are normally the day before the start of the course and the afternoon and evening of, or the day after, the end of the course.

CANCELLATION AND SUBSTITUTION POLICY

Based on each particular course, it is important that CEAH be notified as soon as possible in the case of a substitution and/or withdrawal of a course participant(s). We will accept substitutions and cancellations up to 1 week before the start of the course. Any changes in the status of nominees or course logistics will be communicated immediately through the Training Coordinators.

Generic Data Base 1 - Data Entry Procedures	*October 31 - November 2, 2006*
	January 30 - February 1, 2007
	April 10 - 12, 2007
	July 24 - 26, 2007

Location	Ft. Collins, Colorado
Course Purpose	Participants will learn about the Generic Data Base, its structure, and how to use the APHIS Menu System to enter program disease data into the GDB. The primary focus of this course will be how to enter premises records, brucellosis vaccination records, brucellosis and tuberculosis herd test records, brucellosis and pseudorabies market/slaughter test records, status records, tracebacks, and brucellosis ring test records.
Target Audience	This course is recommended primarily for data entry clerks, but also for epidemiologists, program records supervisors, AVICs, and any other data users. This class is highly recommended, but not required, as a preparation for those interested in the data retrieval class.
Cost	Travel costs only
Contact	Michael Durham, VS/CEAH, (970) 494-7295
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To Region: September 15, 2006 {October course} December 22, 2006 {January course} March 2, 2006 {April course} May 11, 2007 {July course} To CEAH: September 29, 2006 {October course} January 5, 2007 {January course} March 16, 2007 {April course} May 25, 2007 {July course}

GDB for Program Managers	November 28 - 30, 2006
	February 13 - 15, 2007
	June 26 - 28, 2007

Location	Ft. Collins, Colorado
Course Purpose	This course primarily teaches the theoretical and functional organization of the data in the GDB, with emphasis on specific disease programs and their management with the GDB, and program disease reporting.

Participants will learn about the APHIS physical network (hardware and software), and how it uses regional, state, and local servers to provide database capabilities to each state in the U.S. They will also learn the terminology and basic concepts of the relational database model, and how the GDB implements this model. Participants will become familiar with the different Veterinary Services animal disease programs and how these programs utilize the GDB as a data repository, as well as the minimal data requirements for disease program reports routinely submitted to the National Animal Health Programs Staff (i.e. monthly reports for Brucellosis, TB, Pseudorabies, etc.). Throughout this course the participants will learn the capabilities of the GDB to provide data for program management and reporting, and the data resources required in order for the GDB to fulfill those capabilities. |
Target Audience	This course is recommended for individuals responsible for utilizing the GDB in managing disease control and eradication programs. Intended audience includes AVICs, Area and Regional Epidemiologists, program records supervisors, data management specialists, and any others who make decisions regarding the need for and management of data.
Prerequisites	None. This course is highly recommended, but not required, as a preparation for those interested in the data retrieval course.
Cost	Travel costs only
Contact	Michael Durham, VS/CEAH, (970) 494-7295
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.

Nomination Deadline	To Region: October 13, 2006 {November course}
	                  January 5, 2007 {February course}
	                  May 11, 2007 {June course}
	
	To CEAH: October 27, 2006 {November course}
	                  January 19, 2007 {February course}
	                  May 25, 2007 {June course}

Generic Data Base – Basic Discoverer Queries for Data Retrieval	**December 5 - 6, 2006** **January 9 - 10, 2007** **June 5 - 6, 2007**
Location	Ft. Collins, Colorado
Course Purpose	Participants will learn basic data retrieval techniques of how to use Discoverer over the Internet to create and execute reports in the Generic Data Base. Topics to be covered include GDB table structure, Discoverer forms usage, basics of logical operators, standard data retrieval techniques, and using and interpreting the reports for Discoverer that have already been created by CEAH.
Target Audience	Federal and State Personnel

Course Format	Day 1:
	    8:00am – 12:00pm…Overview of SQL and GDB architecture (or an Overview
	     of Discoverer, if all participants have met the course prerequisites stipulated
	     below)
	    1:00pm – 5:00pm…Fundamentals of Discoverer
	
	Days 2-3:
	    all day…Basic and Advanced Discoverer Skills

Prerequisites	Understands the Generic Data Base's structure (either by performing GDB data-entry work regularly as part of your job or by having attended the CEAH "GDB Data-Entry" workshop or "VS Databases" workshop).
Cost	Participants pay travel and hotel.
Contact	Michael Durham, VS/CEAH, (970) 494-7295
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.

Nomination Deadline	To Region: October 27, 2006 {December course}
	                          December 8, 2006 {January course}
	                          April 27, 2007 {June course}
	
	To CEAH: November 10, 2006 {December course}
	                          December 22, 2006 {January course}
	                          May 11, 2007 {June course}

Scrapie Data Entry and Management	**December 12 - 14, 2006**
	May 22 - 24, 2007

Location	Ft. Collins, Colorado
Course Purpose	This course focuses on use of the Scrapie national generic database (SNGD-GDB). Emphasis will be on data entry and data management for the Scrapie flock certification and regulatory programs. Participants will learn about the APHIS physical network (hardware and software), and how the Animal Health and Surveillance Management (AHSM) web-based database interface and network provide security data held in a national repository. They will also learn the terminology and basic concepts of the relational database model, and how the GDB implements this model. Participants will become familiar with navigation and data entry for both the Scrapie database as well as the system for submitting laboratory submission forms electronically. Throughout this course the participants will also learn how to access data stored in the database, use worksheets to manage program tasks, and generate reports.
Target Audience	This course is recommended for individuals involved in entering and managing data used to manage the national Scrapie certification and regulatory programs (Scrapie data entry clerks, Epidemiologists, program managers.).
Prerequisites	None
Cost	Travel costs only
Contact	Michael Durham, VS/CEAH, (970) 494-7295 Dr. Steve Bengtson, VS/CEAH, (970) 494-7299
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.

Nomination Deadline	To Region: November 3, 2006 {December course}
	                              April 6, 2007 {May course}
	
	To CEAH: November 17, 2006 {December course}
	                              April 20, 2007 {May course}

Location	Ft. Collins, Colorado
Course Purpose	The EMRS is a web-based task management system designed to automate many of the tasks routinely associated with animal disease outbreaks and emergencies. It is used for routine reporting of foreign animal disease (FAD) and emerging disease incident (EDI) investigations, state specific disease outbreaks and control programs, classic national Animal Health Emergency responses, and natural disasters involving animals. Only authorized personnel in a specific state or with a definite "need-to-know" are given either "input/edit" or "read-only" access to a specific EMRS database. These personnel can be USDA, APHIS, VS employees, State animal health officials, or temporary hires. Information is managed in the EMRS, using "views" of the data, by field investigators, as well as by administrative, investigation, and other task managers. EMRS can be exported for use with other applications, for reporting, and data analyses. The purpose of this class will be to train personnel how to use the Administration Module at the Area Office, Region, Laboratory, and Emergency Management in Riverdale and, for the Incident Command System management personnel, during an emergency response. The class will learn how to log into the system, input data, and how to get information out of EMRS to accomplish their specific responsibilities. This class includes an introduction to the Investigation and Tasking Modules.
Target Audience	This EMRS class will be geared towards administrative personnel. This class will give participants a detailed overview of the administrative module of EMRS and a general overview of the investigation and tasking modules.
Prerequisites	None.
Cost	Travel costs only
Contact	Sherri Wainwright, VS/CEAH, (970) 494-7318 Fred Bourgeois, VS/CEAH, (318) 288-4083
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To Region: December 22, 2006 To CEAH: January 5, 2007

Workshop on the Fundamentals of Risk Analysis *for Decision Makers and Technical Risk Analysts*	*March 6 - 8, 2007*

Location	Ft. Collins, Colorado
Course Purpose	The primary focus of this 3-day workshop is to introduce the fundamentals of risk analysis from the perspectives of both decision makers and technical risk analysts. Participants will discuss the fundamentals of risk analysis, how it is conducted and how it can be used effectively in evaluating trade-related animal health risks and making regulatory decisions. The workshop will consist of two parts: (1) a non-technical but extensive overview of the risk analysis process and (2) an in-depth technical discussion of quantitative risk analysis, probability and probability distributions.
	The non-technical part will be given on the first day of the course and should take up to 5 hours followed by a 2 hour informal discussion. Decision makers and those who are interested in how to use risk analysis results to make more informed decisions will benefit the most from this part of the course and may continue to attend the technical part of the course only if they wish to do so.
	The technical part of the workshop will take 2 days and is independent of the non-technical part of the first day so that participants may chose to attend either parts or both parts of the course. The technical part covers (1) how to conduct a quantitative risk analysis and evaluate it critically, (2) the fundamental laws of probability on which risk analysis is based, and (3) probability mass and probability distribution functions and how they are used to model data and expert opinions in a risk analysis model. Real life examples will be presented and discussed throughout the course from, formulating the problem to running the model using @Risk software and to interpreting results.
Target Audience	Decision makers and intermediate to technical risk analysts.
Prerequisites	None
Cost	Travel only
Contact	Ziad Malaeb, Ph.D. (A.B.D), VS/CEAH, (970) 494-7288
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To Region: January 26, 2007
	To CEAH : February 9, 2007

Location	Ft. Collins, Colorado
Course Purpose	Participants will learn advanced query design and data retrieval techniques using Discoverer. Topics to be covered include using nested logical operators, planning data retrieval, and using Discoverer as a troubleshooting tool.
Target Audience	Federal and State personnel who are already trained in basic Discoverer data retrieval techniques.
Prerequisites	Disco1 and GDBPM. This advanced course on Oracle Discoverer requires basic knowledge of how to create and modify queries using Oracle Discoverer. It also requires that participants be familiar with the standard GDB Headquarters Reports which are discussed in detail in the GDBPM training.
Cost	Participants pay travel and hotel.
Contact	Michael Durham, VS/CEAH, (970) 494-7295
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.

Nomination Deadlines	To Region: January 26, 2007 {March course}
	                        June 1, 2007 {July course}
	
	To CEAH: February 9, 2007 {March course}
	                        June 15, 2007 {July course}

Location	Ft. Collins, Colorado
Course Purpose	The EMRS is a web-based task management system designed to automate many of the tasks routinely associated with animal disease outbreaks and emergencies. It is used for routine reporting of foreign animal disease (FAD) and emerging disease incident (EDI) investigations, state specific disease outbreaks and control programs, classic national Animal Health Emergency responses, and natural disasters involving animals.
	Only authorized personnel in a specific state or with a definite "need-to-know" are given either "input/edit" or "read-only" access to a specific EMRS database. These personnel can be USDA, APHIS, VS employees, State animal health officials, or temporary hires. Information is managed in the EMRS, using "views" of the data, by field investigators, as well as by administrative, investigation, and other task managers. EMRS can be exported for use with other applications, for reporting, and data analyses.
	This course will include EMRS Advanced Training in workflow management techniques used during an Emergency Response, including using combinations of zone statuses and premises visits forms. Advanced data management, data extraction and manipulation, forecasting and report generation will be covered. New toolsets, such as Intelliview for the Lotus Notes client and the Web will be covered in detail.
	Candidates should be prepared for interactive training, to provide input in areas where they have extensive taskforce experience and to be able to continue learning advanced techniques to be prepared to serve as Situation Unit Leader (SUL) / Disease Reporting Officer's (DROs) or Epidemiology (EPI) Lead, fully utilizing EMRS to manage the emergency response.
Target Audience	Candidates will be expected to have a good working knowledge of all parts of EMRS and should have some previous experience at Taskforce levels with EMRS or a strong computer background and EMRS experience, as no entry level training will be covered.
Prerequisites	Please see "Target Audience" description above.
Cost	Travel costs only
Contact	Sherri Wainwright, VS/CEAH, (970) 494-7318
	Fred Bourgeois, VS/CEAH, (318) 288-4083
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadlines	To Region: March 23, 2007
	To CEAH: April 6, 2007

Geospatial Methods in Epidemiology and Incident Management	**May 8 - 10, 2007** **September 18 - 20, 2007**

Location	Ft. Collins, Colorado
Course Purpose	Participants will learn how Veterinary Service's geospatial applications are used in surveillance, epidemiological analysis, and planning disease management strategies during an incident response. Participants will learn how to collect and validate spatial data from field locations using global position system (GPS) methods, address geocoding techniques, and GPS-embedded digital photography. In addition, participants will learn how to conduct epidemiological analyses using the EMRS Mapping Module, and selected geographic information system (GIS) applications for non-specialists. The application of spatial models in epidemiological assessments will be studied through use of VS' Farm Animal Demographics Simulator. Participants will learn how to access and use spatial data in the VS Atlas Spatial Data Library of Animal Health Information for analysis and incident planning. Also, participants will learn how to use the Map Kiosk and SmartBoard tools which have been developed for use by epidemiologists and incident managers.
Target Audience	This course is intended for disease program managers, analytical epidemiologists, area epidemiologists, surveillance specialists, program analysts, GIS specialists, incident managers, and others who would like to learn how to use the geospatial tools developed by Veterinary Services.
Prerequisites	None
Cost	Travel costs only
Contact	Priscilla FitzMaurice, VS/CEAH, (970) 494-7277
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.

Nomination Deadline	To Region: March 30, 2007 {May course}
	                       August 10, 2007 {September course}
	
	To CEAH: April 13, 2007 {May course}
	                       August 24, 2007 {September course}

Location	Ft. Collins, Colorado
Course Purpose	The EMRS is a web-based task management system designed to automate many of the tasks routinely associated with the animal disease outbreaks and emergencies. It is used for routine reporting of foreign animal disease/emerging disease incident (FAD/EDI) investigations, state specific disease outbreaks and control programs, classic national Animal Health Emergency responses, and natural disasters involving animals. Only authorized personnel in a specific state or with a definite "need-to-know" are given either "input/edit" or "read-only" access to a specific EMRS database. These personnel can be USDA, APHIS, VS employees, State animal health officials, or temporary hires. Information is managed in the EMRS using views for the field investigator, Area Office, Region, Laboratory, Emergency Management in Riverdale and, for the Incident Command System management personnel, during an emergency response. The data entered into EMRS can be exported for use with other applications, for reporting, and data analyses. The purpose of this class will be to train personnel how to use EMRS for FAD/EDI Investigations, including how to log into the system, input data, and how to get information out of EMRS to accomplish their specific responsibilities. It will give participants a detailed overview of the Investigation module of EMRS and a general overview of the Administrative and Tasking .investigation module.
Target Audience	This EMRS class will be geared towards the VMO's and other field emergency response personnel responsible for reporting Routine FAD/EDI Investigations.
Prerequisites	None
Cost	Travel only
Contact	Sherri Wainwright, VS/CEAH, (970) 494-7318 Fred Bourgeois, VS/CEAH, (318) 288-4083
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To Region: March 30, 2007 To CEAH: April 13, 2007

SpreadModel	June 5 - 7, 2007
Location	Ft. Collins, Colorado
Course Purpose	To familiarize participants with the disease simulation model, SpreadModel, with a focus on Foot and Mouth Disease. The course will include detailed descriptions of model inputs, calculations and outputs. It will focus on information the user will need to enter, and appropriate interpretation of results. Exercises during class will help participants to understand how the model can help in efforts to prepare and educate individuals about spread of a foreign animal disease through animal populations.
Target Audience	Epidemiologists, emergency coordinators, decision makers with an interest in knowing more about the model
Prerequisites	None
Cost	Travel costs only
Contact	Barbara Corso, VS/CEAH, Barbara.A.Corso@aphis.usda.gov
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To Region: April 20, 2007 To CEAH: May 11, 2007

NOMINATION REQUEST

PLEASE PRINT CLEARLY

COURSE TITLE: _____

DATE OF THE COURSE: _____

1. Participant's name, social security number, mailing address, phone and fax number, and e-mail address:

    _____
    (Dr. Mr. or Ms.) Name   Social Security Number

    _____   _____
    Mailing address (street, city, state, and zip code)

    _____
    Phone number   Fax number   E-mail address

2. Job Title: _____

3. Participants Official Duty Station: _____

4. Estimated costs (This information is needed for the preparation for the Quarterly Travel Plan):

    No. of days for per diem: _____

    POV (need # of miles round trip): _____

    Miscellaneous expenses (round trip estimates): _____
    {shuttle, parking, taxi, etc.}

    Common carrier fare: _____

    Method of purchase for common carrier (GTR, GVTS, CC, etc.): _____

    GOV (Check if this mode of transportation will be used): _____

    Car Rental: _____

5. Method of Transportation: _____

6. Supervisor's signature for approval: _____

7. Region's approval: _____

PLEASE FAX TO THE REGIONAL OFFICE. THE REGIONAL OFFICE WILL FAX TO THE NOMINATIONS CONTACT PERSON NOTED AT THE END OF EACH COURSE DESCRIPTION.